

20 SEP 1972

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Intelligence Museum

1. The Agency needs a program for conserving and, when appropriate, exhibiting material which has been significant in the development of CIA and its operations, before such material is lost or dispersed.
2. In order to accomplish this, an Intelligence Museum Commission will be established, which will be responsible for establishing and supervising the following program:
  - a. Identifying, cataloguing and conserving documents, photographs, hardware and other material, and miscellaneous memorabilia which have been significant in the development of CIA and its operations;
  - b. Arranging for their declassification when appropriate on terms agreed to by whichever directorate used the material operationally; and
  - c. Exhibiting the material when exhibition would have a salutary effect on employee morale, on training, or on special problems the Director identifies.
3. The Commission will be responsible to the Executive Director, but as noted in 2b above, it must also be responsible to the operational security needs of each of the directorates. Therefore, each directorate is requested to nominate one or more referents with special interests in this field, or in offices which might have a special responsibility. NPIC, TSD, and OC seem to me to be such units, particularly because most of them already have developed similar programs on their own.

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4. The Chairman will be appointed by the Executive Director. The Agency Historian, the Curator of the CIA Historical Intelligence Collection, and a representative of the Fine Arts Commission will be ex officio members, the last in order to establish coordination between these two Commissions. Other members will be appointed by the Executive Director as appropriate, or as nominated by the Deputy Directors. The Agency's Historical Staff will act as Secretariat for the Intelligence Museum Commission.

5. The Intelligence Museum Commission will not take physical possession of material that it identifies and catalogues for the historical collection. Offices which have the space and interest in housing their own historical material will retain custody of it so long as it remains available to the Intelligence Museum Commission and is not destroyed or dispersed without the Commission's sanction. Other material may be transferred to the Agency's Archives. Finally, the functions assigned to the Commission shall in no way interfere with the historical and archival (records management) functions already assigned in the Agency.

/s/ W. E. Colby

W. E. Colby  
Executive Director-Comptroller